



# CAIT

Center for Advanced Infrastructure & Transportation  
Rutgers, The State University of New Jersey

## QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER:		NJDOT RESEARCH PROJECT MANAGER: Nicholas Vitillo	
TASK ORDER NUMBER/Study Number:		PRINCIPAL INVESTIGATOR: Dr. Ali Maher	
Study Start Date:	01/01/2003	Period Covered: 1st Quarter 2003	
Study End Date:	12/31/2003		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Activity				
1. Compile and Maintain Mail List	2.95		20	0.59
2. Publish Monthly Newsletter	17.67		25	4.42
3. Distribute Technology Transfer Materials	19.51		15	2.93
4. Provide Technical Assistance	18.89		15	2.83
5. Provide Training	35.58		15	5.34
6. Evaluate Effectiveness of Program	5.41		0	0
Final Report				
TOTAL				16.11

1. Progress this quarter by task:

a. Compile and Maintain Mail List

The mail list has been updated to include the membership of the New Jersey County Road Supervisors and revisions have been made to the New Jersey Society of Municipal Engineers directory.

Publish Monthly Newsletter

Three newsletters were published this quarter.

Volume 5, Number 1 was published in January 2003. This issue featured a recap of the Governor's First Annual Transportation Conference, the new Water Information Sharing and Analysis Center (WaterISAC), training calendar, events calendar, two conference announcements and a "*Free for the Asking*" offering.



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Volume 5, Number 2 was published in February 2003. The second newsletter of this year featured the new Federal Highway Administration (FHWA) “Peer to Peer for Traffic Control Devices” service designed to assist public agencies in effectively applying traffic control devices and the MUTCD. In addition, events and course schedules, as well as a “*Free for the Asking*” offering were included.

Volume 5, Number 3, was published in March 2003. This issue featured an announcement for the Annual Rutgers paving Conference, an upcoming events calendar, updated training schedules, “*Free for the Asking*” offering and the upcoming TEA-21 Reauthorization and US DOT Secretary Mineta’s Intelligent Transportation Systems operational test for inter-modal freight.

b. Distribute Technology Transfer Materials

Technology transfer materials were distributed during training seminars, workshops, and free for the asking requests. Course materials, work zone safety pocket guides, technical publications, and reference materials from the lending library were made available. 7,035 individuals received each issue of the newsletter. In addition, 1,742 technical publications and manuals were distributed this quarter.

c. Provide Technical Assistance

There were 411 instances of technical assistance provided by LTAP staff. Requests were made via telephone, mail, e-mail, and fax.

d. Provide Training

Training was provided to 289 individuals via 11 programs during the January-March quarter. Program areas were composed of Municipal Engineering Construction Inspection Program, Part I and Part II and the Traffic Control Coordinator Program.

f. Evaluate Effectiveness of Program

Program effectiveness was measured by course evaluations for each course and each instructor. Participants rated the over all quality of courses, instructors, and course content at or above their expectations.

2. Proposed activities for next quarter by task

a. Compile and Maintain Mail List

Contact information will continue to be added to, and revised, on a continual basis.



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b. Publish Monthly Newsletter

Newsletters will be published monthly as resources allow.

c. Distribute Technology Transfer Materials

Technology transfer materials will be distributed in training programs, at conferences and trade shows, and "Free for the Asking" component of the newsletter will continue to offer select technical publications free of charge. The lending library is always available.

d. Provide Technical Assistance

Technical assistance will be provided for any inquiries made via telephone, fax, or e-mail to the LTAP staff.

e. Provide Training

Training programs for the next quarter will be provided for the Public Works Road Scholar I and Public Works Road Scholar II Programs, and Traffic Control Coordinator Workshop.

f. Evaluate Effectiveness of Program

Course evaluations will be completed at each training program for each instructor.

3. List of deliverables provided in this quarter by task (product date)

**Newsletter:**

Volume 5, Number 1	January 2003
Volume 5, Number 2	February 2003
Volume 5, Number 3	March 2003

**Training Programs:**

Municipal Engineering Construction Inspection Part I	January 15, 22 & 29, 2003
Traffic Control Coordinator Program	January 21-24, 2003
Traffic Control Coordinator Program	January 28-31, 2003
Traffic Control Coordinator Program	February 4-7, 2003
Municipal Engineering Construction Inspection Part II	February 5, 12, & 19, 2003
Traffic Control Coordinator Program Refresher	February 7, 2003
Traffic Control Coordinator Program Refresher	February 14, 2003
Traffic Control Coordinator Program	February 18, 2003
Traffic Control Coordinator Program	February 25, 2003
Municipal Engineering Construction Inspection Part I	February 26, March 5 & 12, 2003
Municipal Engineering Construction Inspection Part II	March 19 & 26, April 2, 2003

4. Progress on Implementation and Training Activities

N.A.

5. Problems/Proposed Solutions

N.A.



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6. Budget Summary\*

Total Project Budget(# of years)	
Total Project Expenditure to date	
% of Total Project Budget Expended	
Task Order Number/Study Number:	
Current Task Order Budget (# of years)	
Actual Expenditure to date against current task order	
% of current task order budget expended	

\* These are approximate expended amounts for the project; these estimates are for reference only and should not be used for official accounting purposes. For a more accurate project accounting please review the quarterly invoice for this project.